



## CORRECTIONS AND REHABILITATION, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CORRECTIONS AND REHABILITATION, DEPARTMENT OF	<b>RELEASE DATE:</b>	Friday, January 9, 2009
<b>POSITION TITLE:</b>	Associate Director, Office of Business Services	<b>FINAL FILING DATE:</b>	Thursday, January 29, 2009
<b>CEA LEVEL:</b>	CEA 2	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 7,815.00 - \$ 8,616.00 / Month	<b>BULLETIN ID:</b>	01092009_3

### POSITION DESCRIPTION

#### “PENDING CONTROL AGENCY APPROVALS”

Under the general direction of the Deputy Director, Office of Business Services (OBS) the Associate Director is responsible for providing critical subject matter expertise; developing and implementing contracting policies for statewide application; developing and implementing contract analyst and manager training policies; and will have responsibility for the accurate interpretation and application of State contracting laws, rules, regulations, policies, processes, and procedures to ensure the appropriate and timely execution of contracts to care for and serve the California Department of Corrections and Rehabilitation's (CDCR) incarcerated and parolee populations and employees and to comply with legislative and legal mandates. The Associate Director will be responsible for developing, implementing, and monitoring statewide policies relative to the Small Business/Disabled Veteran's Business Enterprise (SB/DVBE) programs. Lastly, the Associate Director will ensure the Office of Business Services fully complies with the Public Records Act (PRA).

Duties include, but are not limited to:

- Develops, implements, and evaluates departmental policies and procedures to ensure operational effectiveness, consistency, and standardization impacting CDCR's contracting operations responsible for executing over 4,000 contracts annually with a total value of nearly \$5 billion including all contract analyst and contract manager training program requirements statewide. Responsible for the Department's statewide Small Business/Disabled Veteran's Business Enterprise programs to ensure the Department attains and sustains the administration's published goals. Ensures statewide compliance with all State laws, rules, and regulations in each of those areas of responsibility. In addition develops policies and procedures for sensitive issues such as conflicts of interest or expected standards of ethical and moral behavior, non-competitively bid and emergency

contracts protocols, and service level expectations and standards.

- Plans, organizes, and administers the operations of the Contracts Management Branch, which includes conducting workload and workflow analysis; reviewing and approving all non-competitive bids; conducting quality audits of contracts; and providing technical direction and advise on contracting issues. Serves as the Assistant Procurement and Contracts Officer (APCO). As the APCO, the Associate Director ensures all CDCR contracts are handled in compliance with the Public Contract Code. Coordinates with programs and institutions statewide to ensure CDCR meets or exceeds the administration's Small Business and Disabled Veteran Business Enterprise goals. Coordinates the OBS response to requests submitted under the Public Records Act to ensure full compliance with the Act.
- Responsible for adjudicating formal appeals submitted by contractors regarding contract disputes. The incumbent serves as the Subject Matter Expert and non-voting member on CDCR's Administrative Review Committee. The Associate Director oversees the coordinated response to audit findings relative to the overall development of the Department's highest dollar contracts to ensure that adequate monitoring and control provisions exist in all contracts in order to improve the Department's ability to prevent misuse of State funds.
- Advises the OBS Deputy Director on strategic organizational and OBS issues. Provides executive level advice and consultation to departmental management regarding contract activities. Meets with staff from various State agencies and the private sector to resolve technical and procedural issues and/or negotiate settlements for contractual problems and responds to and confers with management from departmental control agencies regarding complaints and problems. Ensures the organization of customer service meets the needs of the Department in the area of contract services.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing

functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

- \* Demonstrated leadership, flexibility, and judgment in managerial and contracting administration, budget management, and accountability necessary to perform in the capacity of an Associate Director, Office of Business Services.
- \* Experience which demonstrates the ability to communicate effectively, both orally and in writing,

with CDCR's executive staff, elected officials, the Department of General Services and both internal and external auditors.

- \* Ability to perform major policy-influencing functions effectively and contribute to the design and implementation of contracting for a large department.
- \* Demonstrated knowledge and experience dealing with Small Business and Disabled Veteran Business Enterprise programs.
- \* Knowledge of the rules of the Public Contract Code, functions, and practices of the Department including contracting, personnel policies and practices, and current issues related to workload distribution.
- \* Broad and extensive leadership experience with the demonstrated ability to motivate, communicate effectively throughout a large organization and manage a large multidisciplinary staff; knowledge of appropriate techniques in the areas of establishing partnerships, customer service, training, recognition of staff, and progressive discipline.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager II, Correctional Administrator, Department of Corrections, Parole Administrator I, Adult Parole, Program Administrator, Correctional School, or Youth Authority Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

## EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Associate Director, Office of Business Services**, with the **CORRECTIONS AND REHABILITATION, DEPARTMENT OF** . Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria.

## FILING INSTRUCTIONS

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to 1515 S Street, 108N, Sacramento, CA 95811 for Executive Recruitment and Appointments.

### Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be

typed and no more than four pages in length or be less than size 12 font.

- Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:**

CORRECTIONS AND REHABILITATION, DEPARTMENT OF , Executive Recruitment and  
Appointments

PO Box 942883, SACRAMENTO, CA 94283-0001

Karyn Bates | (916) 327-8033 | [karyn.bates@cdcr.ca.gov](mailto:karyn.bates@cdcr.ca.gov)

**ADDITIONAL INFORMATION**

\*The monthly salary of \$7,815 - \$8,616 may include a pay differential. The amount of the differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential does become subject to PERS retirement provisions beginning the 13th month of consecutive employment.

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CORRECTIONS AND REHABILITATION, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>